



Village of Ashville
P.O. Box 195
200 East Station Street
Ashville, OH 43103
Office: 740/983-6367 Ext. 4 • Fax: 740/983-4703
Email: spemberton@ashvilleohio.gov

Building Department

CONTRACTOR/SUBCONTRACTOR REGISTRATION

If you desire to operate as a contractor/subcontractor in the Village of Ashville, you are required to submit the enclosed APPLICATION FOR CONTRACTOR/SUB-CONTRACTOR REGISTRATION accompanied by the required documents and fee(s) **ANNUALLY**.

Requirements to obtain a "Contractor/Sub-Contractor Registration" are as follows:

- The fee required to accompany the application is seventy-five dollars (\$75.00) **PER** trade made payable to the *Village of Ashville*.
- Evidence of a current license issued by the Ohio Construction Industry Examining Board (OCIEB) is required for registration as Plumbing, Electrical, HVAC, Refrigeration, and Hydronics contractors, Ohio Revised Code Chapter 4740.
- Evidence of a current license issued by the Ohio State Department of Health is required for registration as asbestos, lead or radon abatement and/or testing contractors.
- Certificate of Insurance indicating the General Liability coverage limits with a 10-day cancellation notice. General Liability insurance, including but without limitation, for bodily injury in the amount of one hundred thousand dollars/three hundred thousand dollars (\$100,000/\$300,000), and for property damage in the amount of at least fifty thousand dollars (\$50,000) or such greater amounts as permitted by Ohio R.C. 4740.06(B)(4).
- Proof of current State of Ohio automobile coverage for the contractor's vehicle(s) for the period the contractor is registered to work in the Village, Ordinance No. 2007-09.
- Copy of valid Ohio driver's license.
- Completed bond form with seal and attached power of attorney for **EACH** trade. The amount of the Registration Bond is ten thousand dollars (\$10,000.00) under Ordinance 1321.
- Income tax registration with RITA (Form 48) (unless currently registered).
- Self addressed stamped envelope (not necessary if registering in person).

* The penalty for starting work prior to obtaining a "Contractor/Sub-Contractor Registration" is one hundred dollars (\$100.00).

For your convenience the Building Department has attached the following:

- An APPLICATION FOR CERTIFICATE OF CONTRACTOR/SUBCONTRACTOR REGISTRATION (you must list up to three agents who are able to pull permits under your company's name.)
- A Village of Ashville REGISTRATION BOND form.
- INCOME TAX REGISTRATION (if not previously registered with the Village of Ashville)

The enclosed documents contain specific information and instructions. Please read each form completely and carefully.



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Building Department

CONTRACTOR / SUB-CONTRACTOR REGISTRATION

Date: / /

For Internal Use	
Registration #	Registration #
Registration #	Registration #

Applicant Name:				
Address:				
Number & Street		City/Village	State	Zip Code
Phone:		Cell Phone		
Company Name (DBA):				
Address:				
Number & Street		City/Village	State	Zip Code
Phone:		Cell Phone:	Fax:	
Email Address:				
Federal ID #		State Corporation #		
Valid Driver's License Number of applicant:		Submit a copy with this application.		
Check the trade for which the application is being made:				
{ } General Building		{ } Electrical	{ } HVAC (Hydronic)	
{ } Fire Suppression Commercial		{ } Plumbing	{ } Other (describe below)	
Contractors MUST provide a copy of their State License in order to obtain Electrical, Plumbing and/or HVAC Registrations for Commercial Permits				
Authorized Agents				
Agent # 1				
Agent # 2				
Agent # 3				

All registrations Expire on December 31st of each year.

I hereby indicate that all of the information is true to the best of my knowledge, that I am at least 18 years of age, able to interpret construction plans and specifications, and able to comply with the requirements of the Village of Ashville Ordinances/Resolutions.

Print Applicant's Name _____

Signature of Applicant _____

Date _____

Signature of Building Inspector _____

Approved _____ Disapproved _____



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BOND NO.

(REQUIRED)

Ashville, Ohio REGISTRATION BOND

KNOW ALL MEN BY THESE PRESENTS, THAT WE, _____
doing business as principal, hereinafter referred to as the principal, and, _____
as surety, hereinafter referred to as the surety, are held and firmly bound unto the **Village of Ashville**, in the
sum of Ten Thousand Dollars (\$10,000) for payment of which, well and truly to be made we bind ourselves,
our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Witness our hand and seals this _____ day of _____, 20_____.

The conditions of the above obligations are such that:

Whereas, the said principal made application to the **Village of Ashville** for a license/registration in
accordance with Ordinance 2010-02 of the Village of Ashville Chapter 1321.03 Codified Ordinances, as a
contractor to engage in the business of:

_____ General Building	_____ HVAC (Hydronics)
_____ Plumbing	_____ Electrical
_____ Fire Suppression commercial	_____ Other, provide details on line below

within the **Village of Ashville** during the calendar year of _____ in accordance with the provisions of Code of
Ordinances of the **Village of Ashville**.

Now therefore, if the said principal shall faithfully observe all the duties and discharge all the obligations incurred by him during said
registration period under the ordinances of the **Village of Ashville** applying to the construction, alterations, repair, addition to,
subtraction from, reconstruction or remodeling of any building, structure or appurtenance thereto, or any part thereof, and the
ordinances applying to underground construction and/or work within the public right of way, and all the lawful orders of the **Village
of Ashville**, issued under said ordinances, then this obligation shall be void, otherwise, the same shall be and remain in full force
and effect; the undersigned agreeing and consenting that this undertaking shall be for the benefit of any party damaged by the
principal's failure to comply with the duties, terms, conditions, provisions and requirements of the ordinances of the **Village of
Ashville** applying to such work and the lawful orders of the **Village of Ashville** issued under such ordinances, as well as for the
benefit of the obligee herein, and either or both may bring action on the bond, but said action must be commenced within two years
after expiration of the principal's registration.

SEAL

PRINCIPAL

SURETY
(SIGNATURE OF AGENT EXECUTING BOND)

NOTE: ATTACH POWER OF ATTORNEY (If this Bond is executed by any agent for a Principal or a Surety, such Agent must
affix a copy of his Power of Attorney or other evidence of authority to execute the Bond. If the Surety is a non-resident corporation
of the State of Ohio, its authority to do business in Ohio must, likewise, be attached hereto).